



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE**

**TENNESSEE STATE BOARD OF ACCOUNTANCY
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CPE Reporting Form Instructions

1. List all carryover CPE from the 2001 – 2002 reporting period. You may use a maximum of 40 carryover CPE hours towards the 2003 – 2004 reporting cycle. Remember, carryover hours cannot be used to meet the A&A, expert witness, or 20 hour minimum requirements.
2. List all CPE obtained in 2003 and all CPE obtained in 2004. You must obtain a minimum of 20 CPE credit hours in each year or you will be assessed an 8 hour penalty for each year in which you are deficient.
3. List all CPE in date order and provide all requested information. Spreadsheets may be substituted for the CPE listing pages as long as they contain all of the requested information.
4. Finally, complete the CPE Breakdown at the bottom of the attached sheet if you have not completed this portion on the renewal form.

Please remember that if you are audited, you must submit original Certificates of Completion which contain: Sponsor name, course title, subject code, amount of CPE credit (based on a 50 minute hour), date completed, location, NASBA ID number and sponsor contact. If the certificate does not include all of the aforementioned information, credit may not be given.

Thank you for your cooperation.

CPE Reporting Form for _____
 License No. _____

Date	CPE Sponsor	Sponsor No.	Course Title	Subj. Code	Hours

Additional Information:

CPE Breakdown	2001-02 (carryover)	2003 CPE	2004 CPE
Technical	-----		
Acct./Auditing*	-----		
Other			
Total hours			

*Required if you offer attest services.

Subj. code	Description
A	Auditing, Accounting Theory or Practice
M	Mgmt. Advisory Services
T	Taxation
O	Other (Non-technical)